

BUDGET COORDINATOR

SUMMARY: Under general supervision, is responsible for budget analytic work of considerable difficulty and supervisory work of routine difficulty; and performs related work as required.

DISTINGUISHING FEATURES:

1. Supervises and participates in developing instructions, supplementary to those prepared by the Department of Finance and Administration, and distributes both to operating unit managers; participates in the explanation of budget document needs and methods for proper preparation of estimates and detail; obtains facts on details of organization and costs and utilizes such information in budget preparation and administration; supervises and participates in examining budget estimates for completeness, accuracy, and conformity with established procedures, regulations, and prevailing practice.
2. Assembles fiscal and statistical data for use in budgetary evaluations and budget hearings; attends budget hearings; maintains files of budgetary information.
3. Coordinates budget maintenance activities and analysis in the review of periodic and other budgetary and accounting reports for the purpose of maintaining expenditure controls; works with counterparts in Finance and Administration in the review of the departmental budget and resolving problems thereto; works closely with operating department managers and others in achieving the proper maintenance of the budget.
4. Assigns, trains, supervise, and evaluates subordinate staff and their work, if so assigned; makes recommendations on human resources actions such as employment, promotion, demotion, transfer, retention, and increases for exceptional performance, if assigned to supervise staff.
5. Examines requests for budget revision; recommends approval or denial; drafts correspondence and reports in support or denial of revisions.
6. Analyzes appropriation bills and evaluates the possible effects on departmental program and fiscal operations; performs staff work and analysis relative to budgetary and fiscal matters.
7. Supervises and participates in the keeping of detailed records of expenditures to ensure the proper use of funds; prepares special financial reports as requested or needed; prepares reports of expenditure and encumbrance.

EDUCATION AND EXPERIENCE: Graduation from an accredited college or university with a bachelor's degree and experience equivalent to three years of full-time increasingly responsible professional budget analytic work experience; qualifying full-time professional experience in analytic work may be substituted for the required education, on a year-for-year basis, to a maximum of four years; additional graduate coursework in business administration, public administration, or other related acceptable field may be substituted for the required experience, on a year-for-year basis, to a maximum of two years; OR two years of increasingly responsible professional budget analytic experience with the State of Tennessee.

COMPENSATION INFORMATION: \$3,404.00 - \$5,447.00 monthly or \$40,848-\$65,364 annually-Negotiable-Commensurate with Qualifications.

HOW TO APPLY: Applicants may log on to the DHS website at: www.tn.gov/humanserv/ and click on Jobs@ DHS. Resumes can be emailed to zenola.diggs@tn.gov and must be received by 5:00 p.m. on or before May 15, 2012. **No phone calls please.**